

**Interview questions for 20PBSB339MMMP**  
*Supervisory Contract Specialist- Repair and Alterations Team*  
*June 11, 2020*

- 1.) Describe the level of your experience in awarding and administering Construction and Architect-Engineering contracts.
- 2.) Discuss one of the complex **solicitations**, in which you have been involved, that was successfully awarded.
  - a. Briefly describe the background of the services or item being procured
  - b. What complexities and/or problems existed to make it complicated?
  - c. What was your specific role and what did you do to overcome obstacles or contribute to the successful award?
- 3.) Give us an example of a time when you had to solve a complex contract **administration** issue (e.g., differing site condition, contractor claim, etc.).
  - a. What were your negotiation objectives?
  - b. What were the challenges?
  - c. How did you resolve the issue?
  - d. Describe any written documentation that you were required to produce as part of the resolution.
- 4.) Give us an example of a time when you had to consider input from multiple stakeholders (including customers) prior to making a decision for a project.
  - a. How did you collect input from the various stakeholders?
  - b. How did you balance that input?
  - c. How did you effectively communicate your decision to all stakeholders, including those that may not have been happy with your decision?
- 5.) Describe a time when you were asked to complete a contractual action that you determined to be lacking in propriety, legality and/or conformance to regulations
  - a. What was the situation?
  - b. What was your specific role?
  - c. What steps did you take?
  - d. What was the outcome of your actions?
- 6.) Have you had any experience supervising a difficult employee (i.e., performance or behavioral)?
  - a. Describe the situation and how you handled it.
  - b. If you have not, please explain how you would handle it?

- 7.) As a supervisor, how would you balance the need to enforce accountability with the need to also maintain a positive atmosphere, one that serves to motivate and enable your team?
- 8.) As a supervisor, how would you organize, distribute and monitor the workload to ensure equitability, compliance and timely performance?
- 9.) Describe your supervisory style or philosophy.
  - a. How do you plan to lead a new team of employees:
    - i. Contracting Officers
    - ii. New 1102 Contract Specialist
- 10.) Why are you interested in the R&A Supervisor position?
  - a. What are areas of improvement that you hope to bring to the team?
  - b. How do you plan to work with our Service Center business line partners, to be successful and foster/maintain a positive work environment?